

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *M75*

Page 1 of 3

Agency
Hagerstown

Division/Unit
Community Development

Item No	Description	Retention
1	Public services: various public service programs such as food resources, parent-child center, housing counseling, smoke detectors, statistical summary for various food bank programs, recipient information	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Hagerstown redevelopment authority (HRA) minutes and agenda	Permanent. Transfer periodically to the Maryland State Archives
3	Correspondence: copies sent, copies of forms sent	Retain for three (3) years , then destroy.
4	Houses to purchase: listing of houses the city is considering purchasing, rehab estimates, photos, total rehab costs, selling price, offering price	Retain until updated or superseded, then destroy
5	Commercial and mixed use photographs of various projects, before and after	Retain until no longer required, then destroy
6	Agreements with MD state agencies, MHRP, DH&CD, home, lead paint grant	Destroy material having no further Legal, Administrative, Fiscal or Operational value.

Approved by Department, Agency or Division Representative

Date 11-10-99

Signature Georgi Ann N. Breichner

Type Name GeorgiAnn N. Breichner

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 3 1999

Signature Edward C. Saperstein

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *M-75*

Page 2 of 3

Item No	Description	Retention
7	Investor owned forms: various forms, income guidelines, construction fact sheet, renter certifications, addendum to lease	Retain until updated or superseded, then destroy
8	Single family information: various forms, appraisals, brochures, interview checklists, applications	Retain until updated or superseded, then destroy
9	State loans (MD Housing Rehab Program) -contains but not limited to: correspondence, loan approval notice, insurance requirements, closing checklist, application, settlement statement, copies of deed	Retain for life of loan, plus three (3) years, then destroy
10	State loan programs information files -contains but not limited to: correspondence, newspaper ads, mortgage information, brochures, state policies for use of state funds, cash receipts programs, blank forms	Retain until updated or superseded, then destroy
11	General files: HUD handbooks, programs guide, correspondence, relocation of information, tax returns, copies of invoices	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
12	Current projects -contains but not limited to: correspondence, verification of utility payments, applications, sales agreements, promissory notes, appraisal reports	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

13	<p>Loan request; special loan programs</p> <p>-contains but not limited to: applications, credit history, W2 and earnings summary, appraisal reports, site maps</p>	Retain for life of loan, plus three (3) years, then destroy
14	<p>Misc files</p> <p>-contains but not limited to: copies of P.O., invoices, correspondence, public information handbooks, handwritten notes, financial reports</p>	Retain for three (3) years, then destroy.
15	<p>Community block grant general files: various forms, regulations, laws, applications, copies of the federal register, circulars, audits, quarterly reports, letters of credit, correspondence, cost allocation plans, funding requests, statements</p>	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
16	<p>Hagerstown Redevelopment Program</p> <p>-contains but not limited to: policy manuals, agenda minutes, revolving loan authority, proposed regulations</p>	Retain until updated or superseded, then destroy. (Minutes are maintained in Item 2)
17	<p>Loan files - HUD rehabilitation loan program</p> <p>-contains but not limited to: agreements, property contracts, estimates, insurance declarations, statement of accounts, release of original mortgage, check copies, mortgages, redevelopment program checklist, inspection form</p>	Retain for life of loan, plus three (3) years, then destroy
18	<p>Duplicate personnel files maintained for dept reference</p>	Destroy when no longer required
19	<p>Five Year Consolidated Plan & Annual Action Program</p> <p>-contains but not limited to: provider surveys, summary of statutory changes, instructions for developing and completing a plan, performance report, fair housing contracts, fair housing committee</p>	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
20	<p>Grant performance reports: Grant Performance Reports (GPR) and Consolidated Annual Performance & Evaluation Reports (CAPER)- Correspondence, activity summary, HUD form 4949-2 shows monies expended by period, activity name status.</p>	Retain for five (5) years after the grant year and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. *M-75*

Page 3 of 3

Item No	Description	Retention
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1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Public Services

5. EARLIEST YEAR / LATEST YEAR

1996 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*VARIOUS Public Service Programs, such as:
Food Resources, Parent Child Center,
Housing Counseling, Smoke detector's.
CONTAINS - statistical summary for various
Food Bank programs, Recipient information
etc,*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

6

Number

GL. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____ ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE *Hagerstown Redevelopment
Authority (HRA) MINUTES*

5. EARLIEST YEAR / LATEST YEAR
1989 TO PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Minutes & Agenda From meetings of
The HRA.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number *CH. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*PERMANENT. Transfer
Periodically To The Md. State
Archives*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
Service*

3. UNIT *COMMUNITY
Development*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Correspondence (Reading File)

5. EARLIEST YEAR / LATEST YEAR

1996 Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Copies of Correspondence sent.
Also contains copies of Forms
sent with Correspondence.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

☐ Alphabetical

☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3

Number

CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain for 3 years,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

*COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Houses To Purchases

5. EARLIEST YEAR / LATEST YEAR

1996 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*LISTINGS OF Houses that the City is
CONSIDERING purchasing. - Rehab
ESTIMATES, PHOTOS, TOTAL Rehab
COSTS; selling Price - offering Price*

IF House is purchased this data becomes (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number *1*

CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain until updated
or superseded, then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

starting information for Loan Program
File.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*COMMERCIAL & Mixed Use
Photographs*

5. EARLIEST YEAR / LATEST YEAR

____ TO *2*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*Photographs of various projects -
Before & After*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape

☒ Other (Specify)

*PHOTOS &
slides*

8. RECORD SERIES SEQUENCE

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

420
Number

CK-FT-

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- ____ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain UNTIL NO
Longer required, then destroy*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Agreements

5. EARLIEST YEAR / LATEST YEAR

1992 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*Agreements with Md. State Agencies -
MHRP - DH + CD, ~~ED~~, HOME, LEAD PAINT TESTS.
For the ADMINISTRATION VARIOUS STATE
FUNDS.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number

1/2
Ch. F.L.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
include any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*PERMANENT - Transfer
Periodically to the Md. State
Archives.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

*COMMUNITY
service*

3. UNIT

*COMMUNITY
Development*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

INVESTOR OWNED FORMS

5. EARLIEST YEAR / LATEST YEAR

____ TO *CURRENT*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

*VARIOUS FORMS - INCOME GUIDELINES;
CONSTRUCTION FACT SHEET; RENTER
CERTIFICATIONS; ADDENDUM TO LEASE;
ETC.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

2
Number *CH. FLE*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain UNTIL updated
or superseded, THEN
DESTROY.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Hagerstown

COMMUNITY
Service

COMMUNITY
Development

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

(FORMS)
Single Family Informations

____ TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

VARIOUS FORMS; APPRAISALS; BROCHURES;
INTERVIEW CHECKLISTS; APPLICATIONS;
ETC,

7. RECORD SERIES FORMAT(S)

8. RECORD SERIES SEQUENCE

9. VOLUME

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

Number CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

12. FILE BECOMES INACTIVE AFTER

- ☐ Daily ☐ Weekly ☐ Monthly

- ____ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

CITY HALL - 4TH FLOOR

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- ☐ Yes ☐ No

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

18. RECOMMENDED RETENTION

- ☐ Yes ☐ No

RETAIN UNTIL updated
or superseded, Then
DESTROY

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY
service

3. UNIT

COMMUNITY
Development

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

STATE LOANS (MHRP)
Md. Housing Rehabilitation Loan Prog.

5. EARLIEST YEAR / LATEST YEAR

1972 to CONTINENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: CORRESPONDENCE;
LOAN APPROVAL NOTICE; INSURANCE REQUIREMENTS;
CLOSING CHECKLIST; APPLICATION; SETTLEMENT
STATEMENT; COPIES OF DEED

Rental Rehabilitation

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

4 CK. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

Retain For Life of
LOAN, plus 3 years, then
DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

*COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*STATE LOAN PROGRAMS
INFORMATION FILES*

5. EARLIEST YEAR / LATEST YEAR

1981 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS; BUT NOT LIMITED TO: CORRESPONDENCE;
NEWSPAPER ADS - MORTGAGE INFORMATION -
Brochures - state policies for use of state
Funds; CASH Receipts Programs; BLANK FORMS.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number *2*

CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*Retain until updated
or superseded, then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
service*

3. UNIT

*COMMUNITY
Development*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

GENERAL Files

5. EARLIEST YEAR / LATEST YEAR

1986 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Had HANDBOOKS; PROGRAMS Guide;
CORRESPONDENCE; Relocation Information;
TAX RETURNS; COPIES OF INVOICES*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☒ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ ☐ Month(s) ☐ Year(s)
Number _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Use General Files Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY
service

3. UNIT

COMMUNITY
Development

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

CURRENT PROJECTS

5. EARLIEST YEAR / LATEST YEAR

1995 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO; CORRESPONDENCE;
VERIFICATION OF UTILITY PAYMENTS; APPLICATIONS
SALES AGREEMENTS - PROMISSORY NOTES;
APPRAISAL REPORTS

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☒ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number

CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
indicate any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

USE General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

HAGERSTOWN

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

*COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*LOAN Request
SPECIAL LOAN PROGRAMS*

5. EARLIEST YEAR / LATEST YEAR

1989 C. C. TEST

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: APPLICATIONS;
CREDIT HISTORY; W2 & EARNINGS SUMMARY;
APPRAISAL REPORTS, SITE MAPS;*

LOANS for Home Repairs - Home ownership

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

6 C. P. T.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain For Life of
Loan plus 3 years, then
destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

*Community
Service*

3. UNIT

*Community
Development*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

MISC Files

5. EARLIEST YEAR / LATEST YEAR

1972 / 1977

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONTAINS, BUT NOT LIMITED TO: COPIES OF P.D.-
INVOICES; CORRESPONDENCE; PUBLIC INFORMATION
HAND BOOKS; HAND WRITTEN NOTES; FINANCIAL
REPORTS.*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2

Number

CH. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
specify any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain for 3 years and until all audit requirements
have been fulfilled, then destroy.*

19. NAME AND TITLE OF PREPARER

20.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

*COMMUNITY
SERVICE*

3. UNIT

*COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*COMMUNITY BLOCK GRANT
(CDBG) GENERAL FILES*

5. EARLIEST YEAR / LATEST YEAR

1980 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*VARIOUS FORMS; REGULATIONS; LAWS; APPLICATIONS;
COPIES OF THE FEDERAL REGISTER; CIRCULARS;
AUDITS; QUARTERLY REPORTS; LETTERS OF
CREDIT; CORRESPONDENCE; COST ALLOCATION
PLANS; FUNDING REQUESTS; STATEMENTS;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☒ Other (Specify) *BOXES*
Number *50* *CH. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____
Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____ ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*CITY HALL - 4TH FLOOR
5TH FLOOR*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

USE GENERAL FILE RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

~~1972~~ 1970

~~12~~ Ch. Ft.
12

consolidated plans; PROGRAM Applications

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
service*

3. UNIT *COMMUNITY
Development*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Hagerstown Redevelopment
Program (HRA)*

5. EARLIEST YEAR / LATEST YEAR

1975 to 1980

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*CONSISTS OF, BUT NOT LIMITED TO: Policy Manual;
Agenda/minutes (revolving Local Authority)
Proposed Regulations;*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

Date (meeting)

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number *CV. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

*PERMANENT. TRANSFER
Periodically to the Md. State
Archives.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1985

2 CH. FT

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

COMMUNITY SERVICE DEVELOPMENT

3. UNIT

COMMUNITY DEVELOPMENT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

LOAN Files - HUD
REHABILITATION LOAN PROGRAM

5. EARLIEST YEAR / LATEST YEAR

1989 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: AGREEMENTS;
PROPERTY CONTRACTS; ESTIMATES - INSURANCE
DECLARATIONS - STATEMENT OF ACCOUNTS;
RELEASE OF ORIGINAL MORTGAGE - CHECK
COPIES; MORTGAGES; REDEVELOPMENT PROGRAM
CHECKLIST; INSPECTION FORM; WASH. CO. (over)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☒ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☒ Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

36

Number

CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☒ Yes _____ ☐ No

18. RECOMMENDED RETENTION

RETAIN FOR LIFE OF
LOAN PLUS 3 YEARS, THEN
DESTROY.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1989

36 cu. ft.

Community Action Financial Report -
Correspondence; Loan Amortization
Reports (computer generated; Applications;
Property Cost Report; Utility Bills;
Title Insurance; Copies of Deed.
Request for Funds; Emergency
Ordinance; Appraisal Report; Photos;

* Records suitable for conversion to
CD-ROM.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *Community
Service*

3. UNIT *Community
Development*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Duplicate Personnel
Files*

5. EARLIEST YEAR / LATEST YEAR

1983 to 1997

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Personnel files maintained for Dept.
Reference.
Copy*

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____

3 DB
Number

CK-FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Destroy when no longer
Required.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION

Community Service

3. UNIT

Community Development

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Comprehensive Housing Affordability Strategy (CHAS)

5. EARLIEST YEAR / LATEST YEAR

1991 to Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: PROVIDER SURVEYS - SUMMARY OF STATUTORY CHANGES - INSTRUCTIONS FOR DEVELOPING & COMPLETING A PLAN - PERFORMANCE REPORT - FAIR HOUSING CONTRACTS; FAIR HOUSING COMMITTEE;

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

2
Number *CU. FT.*

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number _____

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

City Hall - 4th Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- ☐ Yes _____ ☐ No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

1991

2 CH. FT.

1. DEPARTMENT/AGENCY

Hagerstown

2. DIVISION *COMMUNITY
SERVICE*

3. UNIT *COMMUNITY
DEVELOPMENT*

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*GRANT PERFORMANCE
REPORTS (GPR)*

5. EARLIEST YEAR / LATEST YEAR

1987 to 1994

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Correspondence, GPR Activity Summary,
Form HUD 4949-2
SHOWS MONIES Expended by Period, Activity
NAME, STATUS*

(BLOCK GRANT PROGRAM)

7. RECORD SERIES FORMAT(S)

- ☒ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
☒ Numerical
☐ Chronological
☐ Geographical
☐ Other (Specify) _____

DATE

9. VOLUME

- ☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

1

Number

CU. FT.

10. ANNUAL ACCUMULATION

- ☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (Specify) _____

Number

11. FILE IS USED

- ☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

- _____
Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

CITY HALL - 4TH FLOOR

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes ☐ No

16. AUDIT REQUIREMENTS

- ☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and
specify any hardware/software)

- ☐ Yes ☐ No

18. RECOMMENDED RETENTION

*Retain for the Life of
the grant plus 5 years and until
all Audit Requirements have
been fulfilled, then destroy*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE